

Meeting 1+

Meeting 2

1. PUBLIC ADMINISTRATION
2. CIVIL SERVICE
3. CONSTITUTION
4. FORMS OF GOVERNMENT
5. SOCIOLOGY

ENGLISH FOR
PUBLIC ADMINISTRATION

UNIT 1

PUBLIC ADMINISTRATION

READING PRACTICE

A Scan Text 1.1 and answer the questions:

- a) In what connection are the names of Lorenz von Stein and Woodrow Wilson mentioned?
- b) What do the years of 1855, 1887 stand for?

B Read the text and match the questions below (1-6) with the paragraphs in the text.

1. What are the main responsibilities of public administration?
2. What levels is public administration practiced at?
3. What constitutes a growing problem of public administration?
4. In what way did Lorenz von Stein define the science of public administration?
5. Who was the first to consider the science of public administration in the United States?
6. What features are common to all civil services?

1.1 What is Public Administration

1. Public Administration can be broadly described as the development, implementation and study of government policy. Today public administration is often regarded as including also some responsibility for determining the policies and programs of governments. Specifically, it is the planning, organizing, directing, coordinating, and controlling of government operations.
2. Public administration is a feature of all nations, whatever their system of government. Within nations public administration is practiced at the central, intermediate, and local levels. Though public administration has historically referred to government management, it increasingly encompasses non-governmental organizations that are not acting out of self-interest.
3. From the 16th century, the national state was the reigning model of the administrative organization in Western Europe. These states needed an organization for the implementation of law and order and for setting up a defensive structure. The need for expert civil servants, with knowledge about taxes, statistics, administration and the military organization, grew.
4. Lorenz von Stein, since 1855 professor in Vienna, is considered the founder of the science of public administration. According to him, the science of public administration was an interaction between theory and practice and combined several disciplines, such as sociology, political sciences, administrative law and public finance.
5. In the United States Woodrow Wilson was the first to consider the science of public administration. In an 1887 article entitled "The Study of Administration" Wilson wrote "it is the object of administrative study to discover, first, what government can properly and successfully do, and secondly, how it can do these proper things with the utmost possible efficiency and at least possible cost either of money or of energy".
6. In most of the world the establishment of highly trained administrative, executive classes has made public administration a distinct profession. The body of public administrators is usually called the civil service. Traditionally the civil service is contrasted with other bodies serving full time, such as the military, the judiciary, and the police. In most countries a distinction is also made between the home civil service and those persons engaged abroad on diplomatic duties. A civil servant, therefore, is one of a body of persons who are directly employed in the administration of the internal affairs of the state and whose role and status are not political, ministerial, military, or constabulary.

7. Certain characteristics are common to all civil services. Senior civil servants are regarded as the professional advisers to those who formulate state policy. Civil servants in every country are expected to advise, warn, and assist those responsible for state policy and, when this has been decided, to provide the organization for implementing it. The responsibility for policy decisions lies with the political members of the executive (those members who have been elected or appointed to give political direction to government). By custom, civil servants are protected from public blame for their advice.

COMPREHENSION

Mark the statements True or False according to the information in the text. Justify your answer by reference to the text.

1. Not all nations have public administration.
2. Public administration is practiced at the central level only.
3. Historically, public administration has referred to government management.
4. Lorenz von Stein is considered to be the opponent of the science of public administration.
5. A civil servant is directly employed in the administration of the internal affairs.
6. There are certain features common to all civil services.
7. It is the responsibility of civil servants to make policy decisions.

VOCABULARY PRACTICE

A Match these verbs and nouns as they occur together in the text.

- | | |
|---------------|---|
| 1. include | a) a growing problem |
| 2. determine | b) the science of public administration |
| 3. constitute | c) decisions |
| 4. consider | d) responsibilities |
| 5. formulate | e) members |
| 6. appoint | f) policies and programmes |
| 7. make | g) state policy |

C Find in the text the words having the same meaning as those listed below.

to be considered as (para 1); realization (para 3); the subject of study (para 5); to be compared with (para 6); diplomatic missions (para 6); to serve (para 6); features (para 7); as a rule (para 7).

D Give the equivalents for the following words and word combinations.

to be responsible for; at the level; to consider, internal affairs; to be contrasted with; to be employed in; to be common; to make policy decisions; to serve full time; to formulate state policy.

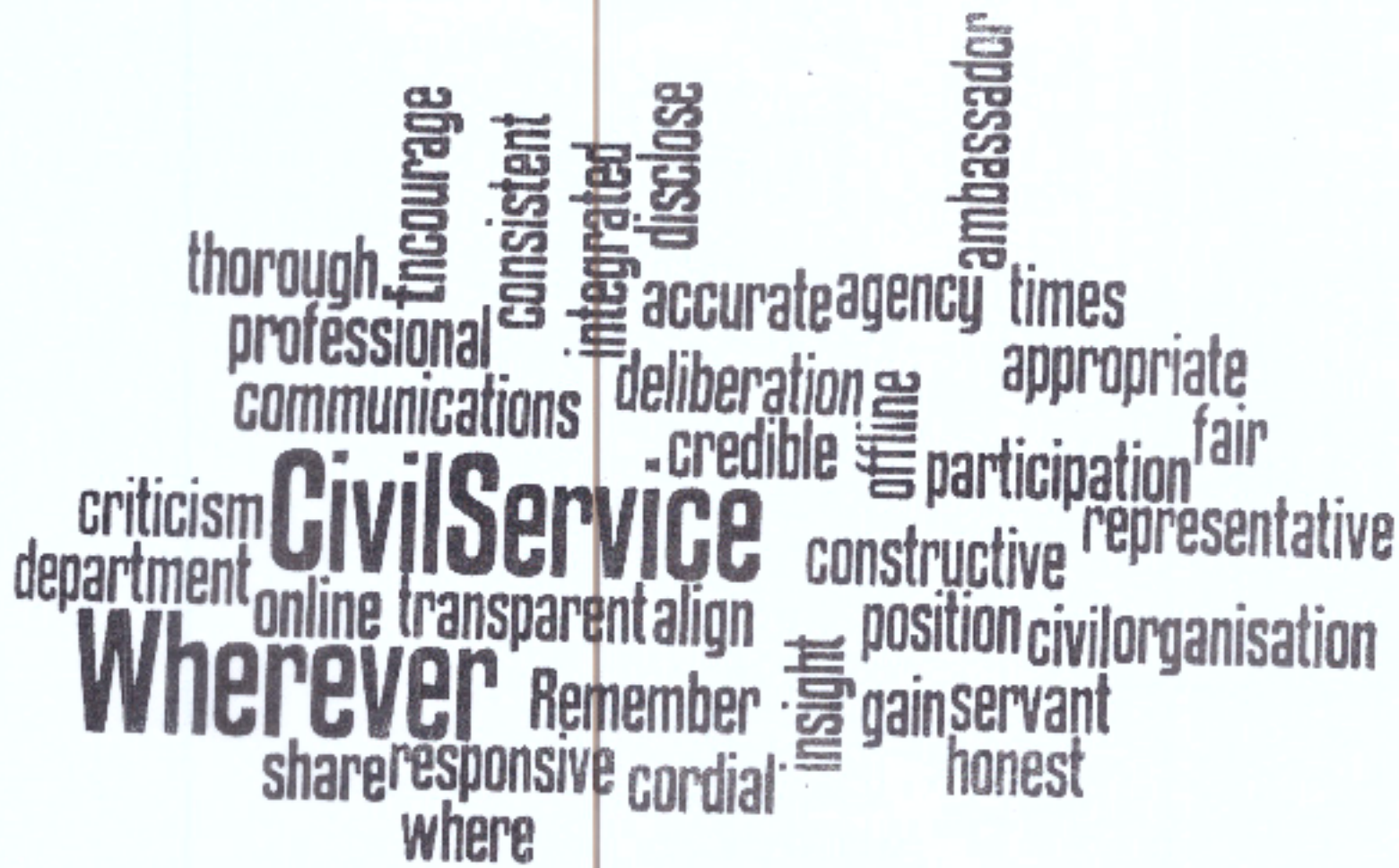
E Complete these sentences using an appropriate phrase from Exercise D.

1. Public administration studying and implementing the government policy.
2. Woodrow Wilson was the first to the science of public administration in the United States.
3. The civil service the military, the judiciary, and the police services.
4. Civil servants in the administration of the home affairs.
5. There are certain features which to all civil services.
6. Senior civil servants advise to those who
7. Civil servants are employed in the administration of

F Learn the active vocabulary.

internal affairs to be engaged in

CIVIL SERVICE



READING PRACTICE

A Lead-in:

- Who does the term 'civil service' refer to?
- What are the principles of appointing civil servants?

B Read the text and complete the information below.

- The term 'civil servants' refers to employees who are
- In earlier times, civil servants were
- In the 19th century appointments of civil servants depended on.....
- In the 20th century public administration became
- Today civil servants are mainly appointed on the basis of.....
- A civil servant is not allowed to
- Civil servants are also prohibited from

2.1 The History of Civil Service

Civil service is the body of government officials who are employed in civil occupations that are neither political nor judicial. In most countries the term refers to employees selected and promoted on the basis of a merit and a system which may include examinations. In earlier times, when civil servants were part of the king's household, they were literally the monarch's personal servants. As the powers of monarchs and princes declined, appointment became a matter of personal choice by ministers and heads of departments.

In Europe in the 19th century, appointment and promotion frequently depended on personal or political favour, but tenure was common in the lower and middle ranks once appointment had been made. Recruitment in many European countries corresponded to the national educational systems: the highest class of civil servants entered service after graduation from a university, the executive class –

after full completion of secondary school, the clerical class – after the intermediate school examination. As public administration became more complex in the 20th century, specialized categories of civil servants were created to bring into the service doctors, scientists, architects, naval constructors, lawyers, and so on.

All countries base appointments on some kind of competition. In some countries great emphasis is placed on formal written examinations supplemented by interviews. Such is the situation in France, where entry into the higher civil service is channeled through specialist schools. In Great Britain, the Civil Service Commission relies more on informal tests and a series of interviews and tends to measure the candidate's intellectual competence by the quality of his university degree. The conventional written examination is dispensed with also in such European countries as Finland, Switzerland, the Netherlands, and Portugal.

Most federal countries try to ensure an equitable distribution of posts among their constituent elements. In Switzerland the federal authorities try to maintain a balance of posts not only between the cantons but also between the political parties, religions, and languages.

There are certain standards which are placed upon a civil servant's conduct. As a general rule, a civil servant is not allowed to engage directly or indirectly in any trade or business and may engage in social or charitable organizations only if these have no connection with official duties. There are always strict limits on a civil servant's right to lend or borrow money, and they are prohibited from accepting gifts. There are also different attitudes about the extent to which civil servants may engage in political activities. The United Kingdom bans its senior civil servants to engage in any form of political activity. The prohibition becomes progressively less strict, however, for the medium and lower grades of the service.

COMPREHENSION

Mark the statements True or False according to the information in the text. Justify your answer by reference to the text.

1. Civil servants can't be employed in political occupations.
2. Civil servants are usually promoted on the basis of their merits.
3. In the 19th century appointment often depended on the results of interviews.
4. Today all countries base appointments on some kind of competition.
5. Civil servants are not restricted in their conduct by any standards.
6. Civil servants are allowed to engage in business.
7. Civil servants are not allowed to accept gifts.

VOCABULARY PRACTICE

A Give the equivalents for the following words and word combinations.

to be employed in; to make appointments; to depend on; tenure; lower (middle) ranks; personnel management; to bring into the service; to place emphasis on; intellectual competence; university degree; performance of duties; to engage in; to prohibit from.

C Complete these sentences using an appropriate phrase from Exercise B.

1. Civil servants can't political or judicial occupations.
2. In earlier times were a matter of personal choice.
3. In the 20th century doctors, lawyers, architects were
4. Today many countries on formal examinations and interviews while making appointments.
5. In Great Britain a candidate's is measured by the quality of his
6. Usually, a civil servant is not allowed to any trade or business.
7. In the UK civil servants are from taking part in political activities.

D Learn the active vocabulary.

a tenure

to bring into service

CONSTITUTION

READING PRACTICE

A Scan Text 3.1 and answer the questions:

- a) How many definitions of a constitution are given in the text?
- b) Which constitution is the oldest one?
- c) What countries have no written constitution?

B Read the text. Mark the statements True or False according to the information in the text. Justify your answer by reference to the text.

1. All states are governed according to some fundamental rules.
2. Almost every country possesses a constitution.
3. The British Constitution is the oldest one.
4. The British Constitution is a written document which is considered the highest law of the country.
5. All constitutions differ from each other.
6. The only definition of a constitution is that provided by the Oxford English Dictionary.
7. There are only a few countries which have no written constitution.

3.1 Constitutions

Constitutions describe the fundamental rules according to which states are governed. They set out how decisions are made, how power is distributed among the institutions of government, the limits of governmental authority and the methods of election and appointment of those who exercise power. Constitutions also define the relationships between the state and the individual and usually include the listing of the rights of the citizens.

There are wide variations between different types of constitution and even between different constitutions of the same type. In essence, the British constitution can be described as unwritten, parliamentary, monarchical and flexible, whereas the American one can be seen as written, federal, presidential, republican and rigid.

Every country has a constitution of some kind, but the term is used in two different but related ways. There are many definitions of a constitution, such as that provided by the Oxford English dictionary: 'the system or body of fundamental principles according to which a nation state politic is constituted and governed'. In other words, the constitution is concerned with the way in which decisions are made, and how powers are distributed among the various organs of government, be they central or local. It usually determines the boundaries of governmental authority, and the methods of election/appointment of those who are in power.

In a more precise and narrower sense, the 'constitution' refers to a single document which sets out the rules governing the composition, powers and methods of operation of the main institutions of government. Almost every country currently possesses a constitution. The oldest one is the American Constitution, the writing of which introduced 'the age of constitutions'. Britain does not have such a written statement. It is almost alone among modern states in that it does not have 'a constitution' at all. Of course, there are rules, regulations, principles and procedures for the running of the country. But there is no single written document which can be appealed to as the highest law of the land. Nobody can refer to 'article 6' or 'the first amendment' or anything like that, because nothing like that exists.

Written constitutions are important in states which have been subjected to internal dissension and upheaval over a long period. The American Constitution followed in the aftermath of the War of Independence, just as the Japanese and West German documents were devised after World War II. Most constitutions are written down and embodied in a formal document. The American one is much briefer than many, having some 7000 words, expressed in seven long articles, and a mere ten pages. Few democratic countries today have

unwritten constitutions. Apart from the United Kingdom, only Israel and New Zealand lack formal documents.

COMPREHENSION

Choose the most suitable word in each sentence.

1. Constitutions describe the fundamental rules according to which states are *executed / managed / governed*.
2. The constitution sets out how power is *distributed / divided / organized* among the institutions of power.
3. It also determines the methods of *nomination / election / choice* of those who are in power.
4. Today nearly all countries *possess / provide / set out* a constitution.
5. There is no single written document in Britain which can be *discussed / appealed to / governed* as the highest law of the country.

VOCABULARY PRACTICE

A

1. fundamental rules
2. to make decisions
3. to define relationships
4. to run the country
5. to distribute powers
6. a single document
7. upheaval
8. internal dissention
9. to refer to
10. to appeal to

You are all journalists. Choose someone to act as an expert on constitutions and answer your questions.

Does every country have rules and regulations in Britain for the running of the country.

Could you explain to me what countries have no written constitution?

Could you tell me (about) a constitution refer to?

I'd like to know what which constitution is the oldest one?

I wonder if Britain is the only country which has no written constitution.

In what countries the written constitutions are important?

What does possess a constitution?

a constitution definition?

a constitution refers to.

E Learn the active vocabulary.

amendments to exercise power

the listing of the rights to make decisions

boundaries of authority to refer to

to run the country to distribute power

to appeal to to be concerned with

DISCUSSION

Speak on the role of constitution in governing a state.

A Scan Text 3.2. Which paragraphs describe:

Name _____

Date _____

Constitution Vocabulary Quiz

Directions: Match the vocabulary words on the left with the definitions on the right.

- | | |
|----------------|--|
| 1. allegiance | a) a nation or government ruled by or in the name of a monarch whose power is either absolute or limited by a constitution. |
| 2. legislature | b) a group of governmental officials who head various departments in the Executive Branch and advise the president. |
| 3. sovereign | c) devotion or loyalty to a person, country, or cause. |
| 4. democracy | d) the principles of federal government. |
| 5. political | e) an economic system in which the means of production and distribution are privately owned, and prices are chiefly determined by open competition in a free market. |
| 6. monarchy | f) a solemn pledge to do something, esp. a promise to tell the truth, as in a court of law. |
| 7. federalism | g) a person who is authorized to speak or act for one or more others, such as a representative to a conference or convention. |
| 8. citizen | h) of, relating to, or concerned with the theory or practice of politics. |
| 9. capitalism | i) a governmental assembly authorized to make, change, or revoke the laws of a state or nation. |
| 10. amendment | j) a form of government in which power ultimately rests with the people, either directly or through elected representatives. |
| 11. adjourn | k) an addition to, change of, or deletion from a document such as a legislative bill or contract. |
| 12. delegate | l) a monarch or other royal ruler. |
| 13. abinet | m) a person belonging by birth or naturalization to a political and geographic entity, esp. a nation. |
| 14. ath | n) to end the proceedings of (a meeting or the like) for a period of time. |

7

Complete each sentence with a preposition.

- The clowns walked into the ring stilts, looking about three metres tall!
- The stadium was packed people for the athletics meeting.
- Janet holds the world record long distance cycling.
- During the match, a message came the loudspeakers.
- There is a craze skateboarding at the moment.
- Harry last appeared the role of King Lear at the National Theatre.
- Have you got any tickets left the front stalls, please?
- Alex accompanied Helen's singing the piano.
- The play was so bad that the actors were booed the stage.
- David challenged Cathy a game of chess.

8

Choose the most suitable word underlined.

- The audience enjoyed the play so much that they clapped aloud/heavily/loudly.
- Our team won, but the match was not very amusing/enjoyed/entertaining.
- At the end of the concert the audience gave the conductor a/an applauding/cheering/standing ovation.
- The orchestra tried hard, but several members were quite out of breath/music/tune.
- Everyone watching the trapeze-artist was clapping/crying/gasping with admiration.
- The clown was so funny that he had everyone in applause/in laughter/in stitches.
- The group's performance was really dreadful and the audience clucked/hissed/screamed and booed at the end.
- Nick Turton, as Iago, gave a particularly illegible/inept/unable performance.
- Some of the sketches were amusing, but I am afraid that most of the jokes fell flat/foul/short.
- At the end of the musical, the entire audience boomed/broke/burst into applause.

12 Government and Society

1

Choose the most suitable word for each space.

Viewed from the outside at least, the Houses of Parliament give a firm impression of all those (1) which we are supposed to value in the British form of government. The architecture gives the place a (2) look, and the buildings are sandwiched between a busy square and the river, with Westminster Abbey not far away, making them a (3) between the country house of an eccentric duke and a Victorian railway station. You have only to learn that the (4) refer to each other as 'The Honourable Member for So and So' to complete the picture of a dignified gentlemen's club, with of course a few ladies to (5) the numbers. Sadly, over the past few years first radio, and now television, have shown the general (6), who are after all the electorate, what in fact goes on when bills are (7) and

3

Complete each sentence with one of the words given. Do not use a word more than once.

administration bill council motion power
authorities cabinet mayor poll reign

- Mr Bill Bradford has been elected of Greenswold for the third time.
- The government has introduced a outlining its plans for the coal industry.
- Mrs Fletcher has wide experience of, having previously been head of a large school in Bristol.
- According to the latest opinion, the National Party are well ahead of their nearest rivals, the Cooperative Party.
- Although there is an elected assembly, it is generally recognised that General Domenico wields the real
- There is a locally elected which has responsibility for roads, street lighting, and other facilities.
- The king enjoyed a long, and was eventually succeeded by his son, George.
- The were slow to take control of the situation after the earthquake.
- The Leader of the Opposition proposed a of no confidence in the government.
- Members of the have a meeting with the Prime Minister each week.

4

Replace the word or words underlined with one of the words given. Do not use a word more than once.

abolished binding illegal permitted restricted
barred compulsory licensed required voluntary

- The proprietor is officially allowed to sell alcohol.
- The sale of drugs is controlled by law in most countries.
- Education from the age of five is obligatory in Britain.
- Students have been banned from using local pubs since the incident.
- The law prohibiting the sale of fruit in the street has been done away with.
- For both parties to the agreement, the terms of this contract are to be obeyed.
- With the application, a passport-sized photograph is necessary.
- Smoking is not allowed in the classroom.
- You don't have to stay after school to help; it's your own decision.
- Parking in this street is not allowed on weekdays at certain times.

5

Choose the most suitable word or phrase.

- The minister has new proposals for discussion with the union.
A) made out B) set down C) drawn up D) worked in
- The Prime Minister stated that law and order must be at all costs.
A) maintained B) imposed C) suppressed D) conveyed
- Mr Jackson challenged the government as to who exactly was the country.
A) reigning B) ministering C) administrating D) running
- Union leaders called for between themselves and the government.
A) speeches B) elections C) debates D) consultations
- The chairman asked the secretary to take the of the meeting.
A) minutes B) discussions C) rulings D) notes

- f) The generals the country in a lightning coup d'état.
 A) overwhelmed B) took over C) ran over D) overruled
- g) The minister has a talent for talking to ordinary people as if they were her
 A) level B) fellows C) counterparts D) equals
- h) There are so many rules and about importing food that you need to consult a good lawyer.
 A) laws B) regulations C) licences D) orders
- i) A politician always needs to protect his or her
 A) notoriety B) publicity C) reputation D) rumour
- j) Parliament has now a law making skateboarding illegal on Sundays.
 A) passed B) legislated C) voted D) billed

6

Match the words and phrases in a) to j) with the explanations in 1) to 10).

- a) civil disobedience f) a radical
 b) a conformist g) self-determination
 c) a dictatorship h) the establishment
 d) the head of state i) a licence
 e) middle of the road j) the civil service

- 1) If you are this, then technically you rule the country.
 2) If you are one of these, you believe in complete political change.
 3) If you are this, you like to behave in the same way as everyone else.
 4) This consists of powerful people and organisations who support the social order.
 5) This is an organised campaign involving breaking the law.
 6) You might need one of these to get married, to drive, or to own a gun.
 7) This is the right for people to decide about their future for themselves, rather than let a colonial power do it for them.
 8) If you live under one of these, then you live in a state controlled by one powerful person.
 9) If you are this, you have no strong political opinions.
 10) the various departments of the government

7

Complete each sentence with one of the words given.

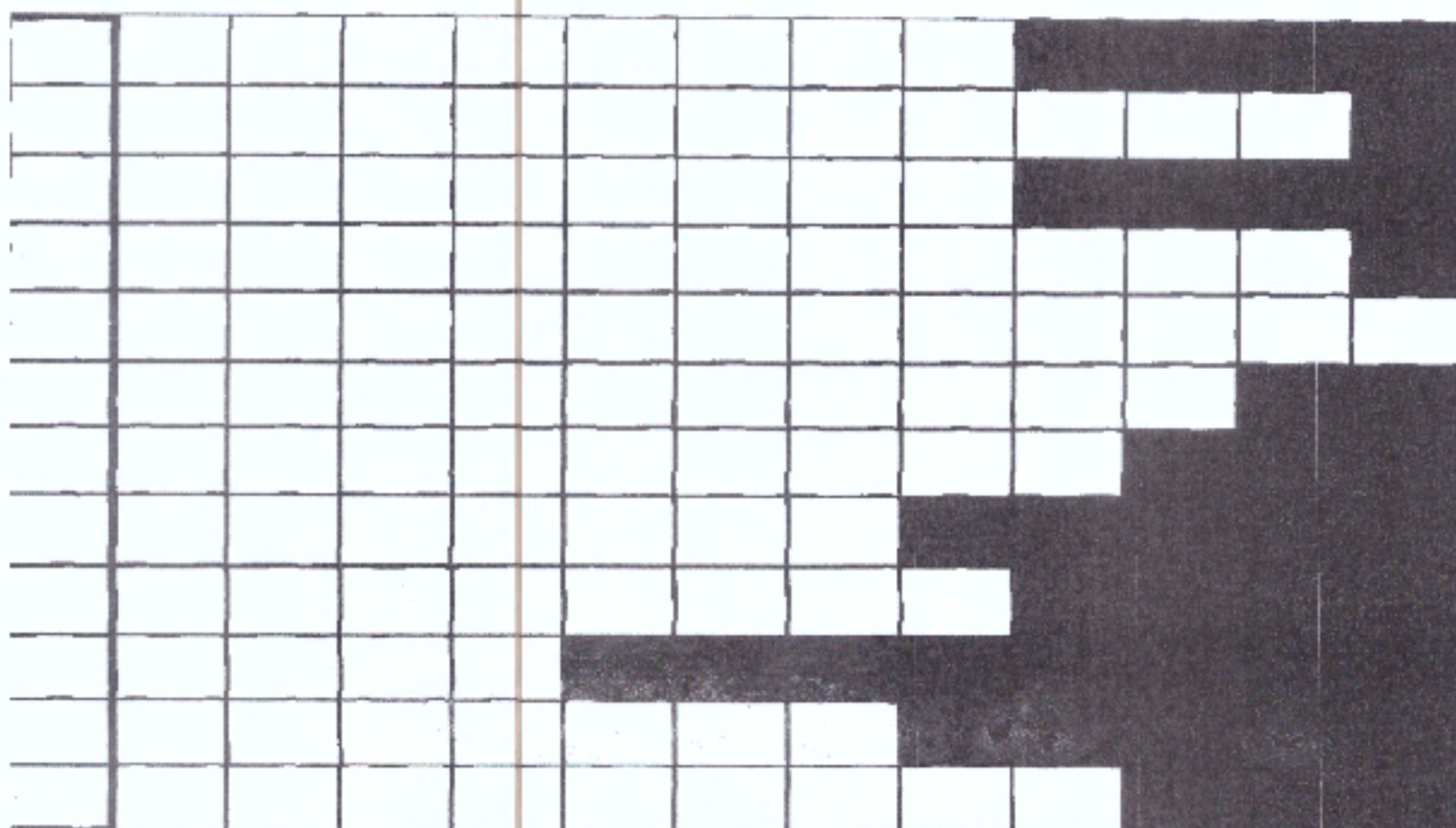
conventional	diplomatic	oppressed	progressive	rebellious
courteous	formal	privileged	reactionary	respectable

- a) If you are, you are tactful when dealing with people.
 b) If you are, you have a good reputation in your community.
 c) If you are, you are polite.
 d) If you are, you are strongly against any kind of change.
 e) If you are, you are being ruled unjustly or cruelly.
 f) If you are, you behave just like everyone else, perhaps too much so.
 g) If you are, you are against authority and hard to control.
 h) If you are, you have more advantages than other people.
 i) If you are, you like to follow social rules and customs on certain occasions.
 j) If you are, you are in favour of new ideas.

Politics

Task 1: Look at the sentences 1-12 and rearrange the letters in *bold* to make a word connected with politics. (The first and last letters of each word are underlined. A dictionary definition is included to help you.) Then put the words into the grid below. If you do it correctly, you will find a word in the bold vertical strip which means 'rule of a country by one person'.

1. We live in a m**eyoadrcr**e. (A country governed by freely elected representatives of the people)
2. Scotland is aiming for n**dnprijedceee**e in the next few years. (Freedom)
3. A a**idtdenac**e for the Labour Party called at our house last week. (A person who is standing for election)
4. The military j**unta** abolished the constitution and set up a i**oaiarlrttan**e regime. (Having total power and not allowing any opposition or personal freedom)
5. An h**uiatoitaarrn** government is not necessarily a bad thing. (Controlling people strictly)
6. The Prime Minister has appointed a group of o**ctthraecns** to run the government. (People with particular skills brought in to run a country or an organisation)
7. The Conservative Party lost the election and is now in g**psionotip**. (The party or group which opposes the government)
8. France is a p**icybrel**, with a president and prime minister. (A system of government which is governed by elected representatives headed by an elected or nominated president)
9. Governments often impose strict economic o**ntincsas** on countries which abuse their power. (Restrictions on trade with a country in order to try to influence its political development)
10. The American Congress is formed of the e**oHus** of Representatives and the Senate. (Part of a parliament)
11. Her socialist o**ttdgype** led her to join the party. (A theory of life based not on religious belief, but on political or economic philosophy)
12. H**arPatmen** has passed a law forbidding the sale of cigarettes to children. (A group of elected representatives who vote the laws of a country)



Politics

Task 2: Look at these sentences and decide if they are TRUE or FALSE. Use a dictionary to help you.

1. A *monarchy* is a system of government with an elected king or queen.
2. A *politician* is a person who works for the king or queen.
3. A *statesman* or *stateswoman* is an important religious leader or representative of a country.
4. A cabinet is a *committee* formed of the most important members of a government.
5. A *president* is the head of a republic.
5. A *ministry* is a person who works for the government.
7. A *constituency* is an area of a country which elects a Member of Parliament.
8. A policy is a government which is controlled by the police.
9. A *referendum* is the process of choosing by voting.
10. An *election* is a vote where all the people of a country are asked to vote on a single question.

Task 3: Now look at this extract from a current affairs radio programme and complete the gaps with one of the words or expressions from Tasks 1 and 2. In some cases, more than one answer may be possible. You may need to change the form of some of the words.

Good evening, and welcome to today's edition of 'Today in Government'

There were angry scenes in both 1 _____ of Parliament today following an unprecedented walkout by the Prime Minister and other members of his 2 _____ during a speech by the leader of the 3 _____. Criticising their 4 _____ on law and order, the Prime Minister called his opposite number a 'strict 5 _____ who wants to take away the freedom of the individual and turn the country from a freedom-loving 6 _____ to a 7 _____ run by one man.'

It's almost time for the people of Britain to vote again and it is now only one month until the 8 _____. All over the country, 9 _____ from all the major parties are knocking on doors asking people to vote for them. We conducted a recent survey to find out who people will be voting for. Surprisingly, many support the Workers' Union Party for their policy of changing the country from a 10 _____ into a 11 _____: a lot of people support the idea of getting rid of the Queen in favour of an elected president.

Members of Parliament have called for a 12 _____ so that the people of Britain can decide whether or not the country joins the 'One Europe' organisation. This follows a survey in the town of Woolhampstead, the Prime Minister's own 13 _____.

The Ministry of Education was accused by the press today of employing too many 14 _____. Chris Smith, editor of the Daily News, defended his attack. 'It's no good having a department full of computer experts if they are unable to run our schools properly', he said.

Michael Yates, a senior statesman for Britain at the European Commission, has called for EU member states to impose strict economic 15 _____ on the government of BoSand. This follows alleged human rights abuses on tribesmen in the north of the country who are demanding 16 _____. Their leader, Asagai Walumbe, called on countries around the world to help them in their struggle for freedom.

UNIT XII

STRUCTURE OF THE ROMANIAN PUBLIC ADMINISTRATION

Read the following text and translate it into Romanian:

The Romanian Public Administration is structured on two main levels: the central public administration and the local public administration.

The central public administration includes:

- The Presidency;
- The Government;
- The Ministries.

The territorial public administration unites all the institutions that represent the state authorities at the level of territorial - administrative units. They are the following:

- The Prefecture - a decentralized unit representing the Government in each and every county and the Bucharest municipality;

- The County departments - which are decentralized public services of the ministries and of other central institutions or services undergoing decentralization.

The local public administration includes:

- The Local Council;
- The Mayoralty;
- The County Council.

The Romanian legislation regulates the structuring and functioning of the public administration within the administrative-territorial units on the following principles:

- Local autonomy.

- Decentralization of public services,
- Eligibility of local public administration authorities,
- Legality and consultation of citizens regarding local issues of special interest.

At present, the Romanian administrative authorities are organized and function on the basis of the Law of Public Administration (Law no. 69/1991). The leading principle - of local autonomy - presupposes the right and actual capacity of the local administration authorities to solve and manage an important segment of public issues in the interest of the local community.

(from Pirvulescu 233-234)

Reading Comprehension Activities:

1. Ask five questions based on the information in the text.
2. Summarize the main ideas of the text.
3. Look up the definitions of the following words and use them in sentences of your own:
segment, to presuppose, local, central, to regulate, to unite, to structure, ministry, government, actual, territorial, municipality.

Levels of government.

UNIT XVIII

LOCAL PUBLIC ADMINISTRATION IN ROMANIA

The Local Council

Read the following text and translate it into Romanian:

From a legal point of view, the local community represents "the totality of citizens from an administrative-territorial unit." According to the law, the communes, towns and counties whose limits are legally settled are considered administrative units. The communes, towns and counties generally have initiatives regarding the management of all local public issues, exercising - under legal stipulations - their authority within the settled administrative-territorial limits. Between the county public administration and the local one there are no subordination terms. The relations between them are based on autonomy, legality and cooperation with a view to solving issues of common interest.

The implementation of the decisions of the local council and the solving of the current issues of the local community fall within the attributes of the mayoralty, which is a public institution that includes members such as a mayor, a deputy mayor, a secretary, and the technical apparatus of the local council. The councils of the communes and towns are formed of councillors elected by universal, equal, direct, secret and free vote for a four-year term.

(from Pirvulescu 2.34)

Meeting 2.

Reading Comprehension Activities:

1. Ask ten questions based on the information in the text.
2. Summarize the information in each part of the text.
3. Use the following words in sentences of your own: to elect, to solve, initiative, subordination, cooperation, common interest, to settle, deputy mayor

Vocabulary Practice:

Match the following words with their definitions:

1. mayor
 2. to exercise
 3. autonomy
 4. stipulation
 5. attribute
 6. decision
- a. a characteristic or quality of a person or thing
 - b. the act of stipulating; point or condition agreed upon, as in a contract
 - c. the act of deciding or settling a dispute or question by giving a judgment
 - d. the fact or condition of being autonomous; self-government; independence
 - e. the chief administrative official of a city, town, or other municipality
 - f. to carry out, perform, fulfill

UNIT XIX

LOCAL PUBLIC ADMINISTRATION

Attributes of the Local Council

Read the following text and translate it into Romanian:

The Local Council decides, within the limits of the law, on issues of local interest, except those legally attributed to other public authorities. Its main authorities include:

- To elect the deputy mayor (from the councillors);
- To approve the statute of the commune or town and the regulations of the Council, based on the statute and on the guiding regulations elaborated by the Government;
- To approve the studies, guiding prognoses and programs of social and economic development, of the organization and arrangement of the territory;
- To approve the local budget, its design, administration and execution, and to establish ordinary local taxes, as well as special taxes as prescribed by the law;
- To administer the public and private property of the commune or town and to exercise its legal rights as regards the autonomous services that it established;
- To ensure - within the limits of its competences - the conditions for the proper functioning of education, health, cultural, youth and sports institutions, in accordance with the law;
- To act for the recovery and protection of the environment in order to increase the quality of life; to contribute to the

protection and maintenance of historical and architectural sites, parks and natural reserves;

- To contribute to the implementation of social protection measures;
- To ensure the free character of trade and loyal competition; to encourage the free initiative, under legal stipulations;
- To maintain public order and the observance of citizens' fundamental rights and liberties.

The Local Council meets monthly, at the initiative of the mayor. Whenever necessary, it can also hold special meetings, at the request of the mayor or of at least of a third of the total number of councillors.

(from Pirvulescu 235)

Reading Comprehension Activities:

1. Summarize the attributes of the local public administration.
2. Ask ten questions using the information in the text.

3. Use the following words in sentences of your own: limit, fundamental, budget, to elaborate, autonomous, loyal, observance, trade

Vocabulary Practice:

Match the following words with their definitions:

1. statute
2. request

3. to contribute
4. recovery
5. prognosis
6. to prescribe

- a. to give or provide jointly with others; to give or furnish (knowledge, ideas)
- b. a forecast or forecasting; a prediction of the probable course of an action, etc.
- c. the act of asking or expressing a desire for something
- d. an established rule; formal regulation; a law passed by a legislative body and set forth in a formal document
- e. to set down as a rule or direction; to order; to direct; to dictate
- f. the act or instance of recovering; a regaining of balance, control

UNIT XX

LOCAL PUBLIC ADMINISTRATION

Local Government Elections

Read the following text and translate it into Romanian:

According to Law 70/1992, local and county councils are elected on the basis of the list system through direct suffrage, while mayors are elected on the basis of the unitary system in two rounds. The local councils, the county councils, the mayors and the General Council of the Bucharest Municipality are elected by universal, equal, direct and freely expressed suffrage. For the local elections at the level of commune, town or municipality (administrative-territorial units corresponding to a locality) a constituency corresponds to a locality. For the election of the County Councils, a constituency corresponds to a county.

The eligibility conditions for the position of local councillor, county councillor and mayor are:

- to have the right to vote,
- to be of a minimum age of 23,
- to be a resident of the administrative unit in which he/she is a candidate,
- not to hold positions in the army or in the justice system,
- not to have been convicted through a final legal decision for abuses in political, legal or administrative positions, for human rights infringements or for other deliberately committed offences.

(from Pirvulescu 225-226)

* Continue here.

Listening 1-Swiss politics

1. Use the words below to complete the blanks in the sentences

neutral • major conflicts • take a side
involved • tick yes or no • look into • big deal

1. Graduating from high school or university is a _____ for most people.
2. She wants to _____ getting a more eco-friendly car.
3. Are you _____ in any clubs at school?
4. Two of my friends always argue, but I prefer to keep a _____ position.
5. Most countries have many _____ throughout their history.
6. Sometimes my friends _____ and get involved in arguments that are not their own.
7. You don't have to write out an answer. Just _____.

2. Answer the following questions about the interview.

1) What does she like most about being Swiss?

- a) It has a nice army. b) It is a strong country. c) It is neutral.

2) She says Swiss young people are _____ politics.

- a) tired of b) ignorant of c) involved with

3) Anja votes _____.

- a) quite often b) once a year c) almost never

4) She _____ takes the voting seriously.

- a) always b) sometimes c) never

5) She gets information _____.

- a) on the internet b) from brochures c) from her parents

Listening 2-Irish politics

1. Use the words below to complete the blanks in the sentences

ruling • Gaelic • elections
turnout • lower side

1. Do you know what day the _____ will be?
2. In the past, members of the _____ body rarely interacted with the common people.
3. We sent out a lot of invitations, but because of the weather the number of people who came was on the _____.
4. The _____ for the concert was so good that we are going to do it again next year.
5. Very few people speak _____ nowadays.

2. Answer the following questions about the interview.

- 1) What does she say about the leaders of her country?
 - a) Ms. McAleese is President
 - b) Ms. McAleese is the Prime Minister
 - c) Mr. Ahern is President
 - d) Mr. Ahern is Prime Minister
- 2) What does she say about the word 'Taoiseach'?
 - a) It means 'President'.
 - b) It means 'Prime Minister'.
 - c) It is 'Gaelic'.
 - d) It means 'Government'.
- 3) What chooses the 'Taoiseach'?
 - a) The people
 - b) The president
 - c) The parliament
 - d) She doesn't know
- 4) What do they talk about?
 - a) Women in power
 - b) Irish laws
 - c) Voting
 - d) Media coverage

Listening 3-Canadian government

1. Use the words below to complete the blanks in the sentences

system • territory • coming up
most seats • riding

1. He lost his _____ by a few thousand votes.
2. Many people are hoping that the Democrats will win the _____ in this election.
3. Spain got a lot of new _____ because of Hernan Cortez.
4. He is preparing for a speech he has _____.

5. Most citizens are aware of problems in the political

2. Answer the following questions about the interview.

1) How many provinces are in Canada?

a) 10 b) 11 c) 13

2) How many territories are there?

a) 2 b) 3 c) 4

3) What distinguishes a territory from a province?

a) Land size b) Population c) Language

4) Who chooses the Prime Minister in Canada?

a) The party in power b) The people by vote c) The national cabinet

5) How many political parties does he mention?

a) 2 b) 3 c) 4